

**SECRET****CONFIDENTIAL**

Assistant Director for Special Operations

11 April 1952

Chief, Organization and Methods Service

Document No. 7

NO CHANGE in Class. ☐

Records Integration Staff.

☐ DECLASSIFIEDClass. CHANGED ☐

DBA Memo, 4/11/52

Auth: DBA PKG. 11/1/52

Date: 220378

25X1

**I. THE PROBLEM**

At your request we made a survey of the Records Integration Staff to determine whether it is adequately provided for in regard to space, personnel, organization and equipment to accomplish its objective, and whether the most effective procedures are being employed.

II. Transmitted herewith is a report made to me by O&M Examiners [redacted]. You will note:

a. That the Chief of the organization should be complemented.

b. That your problem was largely that of personnel which was solved by Mr. [redacted]. As of 7 April the personnel figures were:

Vacancies  
In Process  
On Duty  
Authorized T/O

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25X9A2

25X9

c. Many of the suggestions made in the report are in process of being carried out.

d. The microfilming of vital documents is now really getting underway and substantial production has been obtained.

III. Our O&M staff is and will continue to work with the Chief of the Records Integration Staff to carry out the recommendations in the report and assist in ironing out such new problems as come up from time to time.

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W. L. PEEL

Attachment: Staff Study of Records Integration Staff, OSO.

WLP/ms

cc: Subject File - cc: C/General Services

P.S. You will notice [redacted] report is dated 5 March.

I delayed transmittal until after you had moved into your new space so as to be sure the new move wouldn't show up a radically new problem.

Security Information

W.L.P.